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Mext Review Date: _____

Agih.: HR 70-3

Date: 22/1/79

By: 009

MANAM FOR: Deputy Director (Intelligence)

SUBJECT:

Request for priority service on Office of Oentral Reference requests for improved maintenance and repairs in RISTA

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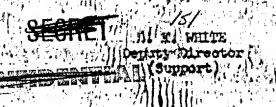
REFERENCES:

(a) Memo to DD/S ir DD/I dated 1. June 56

(b) Report of the Inspector General's Survey of the Office of Central Reference

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- 1. With respect to the Inspector General's recommendation as quoted in your renorandum of 1 June 1956, in connection with referenced report. I have requested the Office of Logistics to consider the building as a priority area relative to structural maintenance and repairs.
- 2. The Office of Logistics has endeavored to give priority service to maintenance and repair requests for Office of Central: Reference, bearing in mind the unusual conditions prevailing in that area. These requests, written or orel, whether reimbursable or non-reimbursable, have been and will continue to be telephoned without delay to the Public Buildings Service : fonfirming work orders are subsequently prepared for reimbursable, work and hand, carried to the Public Buildings Service Group Torges, thereby eliminating lengthy and time consuming processing procedures. Experience indicates that the Public Buildings Service has given priority to the Agency's maintenance requirements consistent with the availability of machanics, materials; and appropriated funds. In this connection, certain maintenance and repair work has been accomplished on an overtime basis, particularly during week-ends, in the interest of getting work done quickly thus minimizing ennoyance to personnel and disruption of the daily work routine.
- 3. You may be assured that the Office of Logistics will continue to give priority treatment to requests received from Office of Central Reference and to concentrate its efforts to have Public Buildings Service accomplish all work as quickly as possible.



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